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What's Revised?

Administrative Order

- [Administrative Order 13](#), **DCF Covid-19 Response and Operational Plan**: This Administrative Order, effective March 22, was reissued on April 22, 2020, for an additional 30 days.

Policy

- See the email dated April 21, 2020 from Human Resources, which details the Department's [Work From Home](#) Policy during the COVID-19 pandemic.

Technology

- Please let this serve as a reminder for all staff that when utilizing video chat and/or text chat services for applications such as Microsoft Teams, Skype, Zoom, or WhatsApp that any text, video, or chat records created through the application shall not be deleted. Any function for these applications that save a written record of a conversation must be preserved and retained under the Open Public Records Act (OPRA) and should be considered discoverable for any potential future litigation. Self-destructing features for messages shall not be used. Any video conferences that are recorded, shall also be kept. Appropriate consent shall be obtained to record any chat or conference. If you have any questions or concerns, make sure you consult with your supervisor.

- There shall be no use of public facing applications or services (apps where any outside user can access information) such as TikTok, Facebook Live, or Twitch to conduct any confidential Department business. All staff shall take the all reasonable precautions to safeguard and protect all personally identifiable and confidential information consistent with federal and State laws and Department Policy and Procedure.

- Under no circumstances should anyone delete any record, written, video, or audio that is created through an application on a State-issued or personal electronic device. This guidance is applicable to all electronic applications including text messaging, video application, and chat services.

As a reminder, there are known issues with the Policy Manual

search function that are being reviewed. If you need assistance finding or verifying a policy, please contact the Office of Policy and Regulatory Development at 609-888-7030 or policy@dcf.nj.gov.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.